



## Indiana Career Connect (ICC) Quick Reference – Employer User

### Logging In

If you don't have an account:

- Click the [Not Registered?](#) Link on the home page.
- Click [Register](#) > [Employer](#).
- Create a unique user ID and password.
- Fill in required (\*) fields.

If you have an account:

- Enter your user ID and password.
- Click **Sign In** button.
- Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

### Using the Left Menu

The left Navigation Menu is a quick method for getting to Employer Services. To access an Employer Service, click it in the Navigation Menu. You can also use the Navigation Menu to access options within each service.

### Using the Directory

The Directory lists and describes employer services. Use the directory to get to ICC services. Click [Services](#) on the toolbar at the bottom of a page, and then click the service you want to use.

### Employer Services

**Recruitment Services** – Post a job order, search available resumes, and create resume search agents that run automatically.

**Education Services** – Locate training resources and find information about training providers.

**Labor Market Services** – Find information about the labor market in your area, about industries in your area, and about economic data for your area.

**Human Resource Information** – Review information about hiring practices, recruiting, and other human resource issues.

**EEO Information** – Review information about equal opportunity programs and requirements.

**Labor Relations** – Review information from resources that specialize in labor relations.

**Government Resources** – Access government resources pertinent to employers.

**Wellness and Ergonomics** – Review information concerning ergonomics and general health and wellness topics.

**Employer Incentives** – Review information about employer programs in your area.

**Staff-Provided Services** – Learn about available employer services at your local WorkOne center.

### Important Things You Can Do In ICC

#### Post a Job Order

- Click **Manage Jobs** from the Quick Menu.
- Click **Create a New Job Order**.
- Select the occupation for the job order and click **Continue**.
- Select job order **Location** and **Contact**.
- Select and confirm the required skills.
- Record job order details.
- Click **Save**.
- On existing job orders, click the job order title to view and modify it.
- Click **Copy** to create a copy of the current job order.



## Important Things You Can Do In ICC

### Searching for Resumes

- Click **Candidate Search** from the Quick Menu.
- Select the search area.
- Select search method (*Quick Search* – select any combination of search criteria and click **Search**; *Resume Ranking* – click the [click here](#) link, enter the search criteria, select whether it is *required* or *desired*, and click **Search**; *Other Search Options* – provides search by resume number, individual skill set search (skills matching), search by employer job order requirements, and advanced search (resume ranking).
- Click resume title link from the list to view it. You may retrieve previously viewed resumes by clicking **My Employer Profile>Search History Profile>Viewed Resumes** tab.

### Make ICC Search for Resumes

- Conduct resume search as documented.
- On search results screen, click **Save this resume search**.
- Type a title for this resume alert.
- Select how often to run.
- Select notification method.
- Enter expiration date.
- Click **Save**.

### Manage Job Applicants

- Click **Recruitment Services>Manage Job Applicants**.
- (Optional) Select desired job order to see only those job applicants.
- Click desired **Details** link.
- Review and/or modify job order status and applicant information, if desired. This is located under the *Action* column.
- Select desired Applicant Status (for Hired, include hire date and hourly rate).
- Click **Save** to record results.

### Save Resumes to Your Favorites Tab Folder

- Conduct resume search as previously documented.
- Click **Save to Favorites** under *Action* column.
- Add candidate to existing folder, or create new one.
- Rate the candidate.
- Enter notes, if applicable.
- Click **Save**.

### Check Events Calendar

- Click **My Resources>Upcoming Events**.
- Select desired timeframe, region, office and category.
- Click a calendar entry to view detailed information.

### Update Account Information

- Click **My Employer Profile>Corporate Profile**.
- Change any information in your profile (except your user name) and click **Save Information**.



## Important Things You Can Do In ICC

### Create Required Skills Lists

- Click **My Employer Profile>Recruitment Plan Profile>Skill Sets**.
- Select **Analyze Skills** to manually create required skills list.
- Select **Skill Matching** to choose a default skills list for a selected occupation.
- Name the list and click **Save**.

## Using Your Profile

**Corporate Profile** – Lists company information required for account setup and worksites. Contains the following folders:

- **General Information** – Allows you to modify your account information.
- **Worksites** – Allows you to add or review employer worksites and add contacts for those worksites.
- **Contacts** – Allows you to add or review employer contact information for each employer worksite location recorded.

**Recruitment Plan Profile** – Lists your job orders, job applicants and referrals, favorite candidates, required skill sets for resume searches, and resume alerts. Contains the following folders:

- **Job Orders** – Lists your job orders.
- **Job Applicants** – Lists the resumes of candidates that have applied for or been referred to your job orders.
- **Interview Question Sets** – allows you to create a list of questions as a fact-gathering tool during the job application process.
- **Favorite Candidates** – Maintains those candidates you regarded as your favorites.
- **Skill Sets** – Lists saved skills sets used for resume searches and creating job orders.
- **Virtual Recruiter** – Lists your saved resume searches.

**Search History Profile** – Lists your saved candidate resume searches, and training program searches. Contains the following folders:

- **Viewed Resumes** – Lists candidate resumes you previously viewed.
- **Programs** – Lists training and educational programs you previously viewed.

Copyright © 2008 by Geographic Solutions, Inc. All rights reserved. • Tel. (727) 786-7955 • [www.geographicsolutions.com](http://www.geographicsolutions.com)